DOCUMENT RESUME

ED 055 161 VT 013 726

TITLE State Advisory Councils on Vocational Education; A Guide for Implementing Rules and Regulations.

INSTITUTION Office of Education (DHEW), Washington, D.C. Div. of Vocational and Technical Education.

PUB DATE Jun 71

NOTE 22p.

EDRS PRICE MF-$0.65 HC-$3.29

DESCRIPTORS *Advisory Committees; Budgets; Certification; Evaluation Methods; Federal State Relationship; *Guides; *Policy; Responsibility; Staff Role; *Standards; *Vocational Education

IDENTIFIERS Rules and Regulations; *State Advisory Councils

ABSTRACT

These policies and procedures are issued to serve as a guide for State Advisory Councils on Vocational Education and are applicable to programs administered by state boards under the Vocational Education Act of 1963, as amended. The guide is intended to aid advisory council members in carrying out their responsibilities and to aid state boards and state administrators in developing effective relationships with advisory councils. The format followed is to first quote the pertinent section from the regulations and then cite certain instructions. Where appropriate, samples or exhibits are included for use by the councils. The major divisions are: (1) Establishment and certification, (2) Membership, (3) Functions and responsibilities, (4) Annual evaluation report, (5) Annual budget and report of expenditures, (6) Meetings and rules, and (7) Staff. (GEB)

ED055161

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AUG 3 1971

STATE ADVISORY COUNCILS

ON

VOCATIONAL EDUCATION

A Guide for Implementing Duties and Responsibilities

ED055161

FOREWORD

The following policies and procedures are issued to serve as a guide for State advisory councils on vocational education, established pursuant to Subpart B of Part 102 of Title 45 of the Code of Federal Regulations. These Regulations are applicable to programs of vocational education administered by State boards for vocational education under the Vocational Education Act of 1963, as amended.

This guide supersedes Program Memorandum AVT(V) 71-59, dated March 26, 1971. It should be a useful tool for advisory council members in carrying out their responsibilities under the Act and for State boards for vocational education and State vocational education administrators in developing effective relationships with advisory councils.

The format followed is one of first quoting the pertinent section as contained in the Federal Regulations and then citing certain implementing and special instructions. Where appropriate, samples or exhibits are included for use by the councils.

Acknowledgment is given to the National Advisory Council staff, Joseph R. Clary, Chairman, Ad Hoc State Advisory Council Committee, and William H. Metzger, Office of the General Council, for providing consultative services to the Division of Vocational and Technical Education in preparing the final copy of the guide.

Edwin L. Rumpf
Acting Director
Division of Vocational
and Technical Education

June 1971

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ESTABLISHMENT AND CERTIFICATION

§102.21

(a) Establishment. Each State which desires to receive funds under the Act and the regulations in this part for any fiscal year shall establish a State advisory council which shall be appointed by the Governor or, in the case of States in which the members of the State board are elected, by such board, and which shall be separate and independent from the State board.

(b) Appointment by State board. In order for the appointment power to be vested in the State board pursuant to paragraph (a) of this section, a majority of its members must be individuals elected directly by the eligible voters of the State or of the districts which the individuals represent or by the State legislature.

(c) Certification. The Governor of each State establishing an advisory council appointed by the Governor or the State board in each State establishing an advisory council appointed by the State board pursuant to paragraph (a) of this section shall certify to the Commissioner the establishment and membership of such advisory council not less than 90 days prior to the beginning of any fiscal year ending after June 30, 1969.

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A State must establish an advisory council on vocational education for each year it desires to receive funds under the Act. The appointing authority (Governor or State board) certifies to the U.S. Commissioner of Education the establishment and membership of the council not less than 90 days prior to the beginning of a fiscal year.

The appointing authority certifies membership each year to the U.S. Commissioner of Education. The Commissioner notifies the appointing authority of his acceptance of the certification provided the membership meets the qualifications specified in the Federal Regulations. For more expeditious handling of certifications, it is suggested that they be addressed as follows:

Dr. Sidney P. Marland, Jr.
U.S. Commissioner of Education
ATTENTION: Dr. Edwin L. Rumpf
Director, Division of Vocational
and Technical Education
U.S. Office of Education
Washington, D.C. 20202

Two copies of the certifications should be sent to the central office in Washington, and an information copy should be supplied to the Director of Adult, Vocational, and Technical Education in the Regional Office serving the applicable State. Certifications are required to be made by April 1 of each year.

Where State boards appoint council members, the boards are to certify members to the Commissioner or the board may request that the Governor transmit the board's certification to the Commissioner.

Following are two sample certifications of appointment of State advisory council--one to be used when members are appointed by the Governor and the second to be used when members are appointed by the State board.

(To be used when members of State Advisory Council are appointed by the Governor.)

CERTIFICATION OF APPOINTMENT OF STATE ADVISORY COUNCIL

I, _____, Governor of the State of _____, hereby certify to the United States Commissioner of Education the establishment of a State Advisory Council, to be known as _____ (official name of State Advisory Council), for purposes of section 104(b) of the Vocational Education Act of 1963, as amended by the Vocational Education Amendments of 1968 (P.L. 90-576) and by the Elementary and Secondary Education Amendments of 1969 (P.L. 91-230).

The members of said Council have been appointed by me as Governor in view of the fact that a majority of the members of _____ (official name of designated State board for vocational education) are not individuals elected directly by the eligible voters of the State or of the districts which they represent, or elected by the State legislature. (Cite State statutory authority:)

To the best of my knowledge and belief the members of the State Advisory Council meet the qualifications specified in section 104(b)(1)(A) of the Vocational Education Act of 1963, as amended.

_____ (Date of Certification)

_____ (Signature of Governor)

(To be used when members of the State Advisory Council are appointed by the State board.)

CERTIFICATION OF APPOINTMENT OF STATE ADVISORY COUNCIL

I, _____, Chairman of the _____ State Board of Vocational Education, hereby certify to the United States Commissioner of Education the establishment of a State Advisory Council, to be known as _____ (official name of State Advisory Council), for purposes of section 104(b) of the Vocational Education Act of 1963, as amended by the Vocational Education Amendments of 1968 (P.L. 90-576) and by the Elementary and Secondary Education Amendments of 1969 (P.L. 91-230).

The members of said Council have been appointed by _____ (official name of designated State board for vocational education) the majority of whose members are individuals elected directly by the eligible voters of the State or of the districts they represent, or by the State legislature. (Cite State statutory authority:)

To the best of my knowledge and belief the members of the State Advisory Council meet the qualifications specified in section 104(b)(1)(A) of the Vocational Education Act of 1963, as amended.

_____ (Date of Certification)

_____ (Signature of Chairman of State Board of Vocational Education)

MEMBERSHIP

§102.22

The membership of the State advisory council shall exclude members of the State board, the State director of vocational education, and State board staff, and shall include:

(i)(A) At least one person familiar with the vocational needs and problems of management and labor in the State and (B) at least one person representing State industrial and economic development agencies;

(ii) At least one person representative of community and junior colleges and other institutions of higher education, area vocational schools, technical institutes, and postsecondary or adult education agencies or institutions, which may provide programs of vocational or technical education and training;

(iii)(A) At least one person familiar with the administration of State and local vocational education programs, and (B) at least one person having special knowledge, experience, or qualifications with respect to vocational education and who is not involved in the administration of State or local vocational education programs;

(iv) At least one person familiar with programs of technical and vocational education, including programs in comprehensive secondary schools;

(v)(A) At least one person representative of local educational agencies, and (B) at least one person representative of school boards;

(vi) At least one person representative of manpower and vocational education agencies in the State and the Comprehensive Area Manpower Planning System of the State;

(vii) At least one person representing school systems with large concentrations of academically, socially, economically, and culturally disadvantaged students;

(viii) At least one person with special knowledge, experience, or qualifications, with respect to the special educational needs of physically or mentally handicapped persons; and

(ix) Persons representative of the general public, of whom at least one shall be representative of and knowledgeable about the poor and disadvantaged, who are not qualified for membership under any of the preceding categories.

****

At least 12 persons must be appointed to the State advisory council to meet the membership requirements. There is no maximum limit on the number of members to be appointed.

Appointing authorities are advised not to submit certifications of membership that include any person serving as a member of the State board, as State director of vocational education, or as a staff member of the State board, acting as the State board for vocational education.

As indicated in §102.22 quoted above, councils should be broadly representative of various groups in the State. Appointing authorities are encouraged to include representatives of employer groups, organized labor, private and public education institutions, among others, but with a balance of the various interests represented. Since these councils are to be independent evaluators of vocational education, it is recommended that this balance of interests preclude dominance by any single group.

The appointing authority should also consider that council membership reflect the following:

1. Familiarity with problems and concerns unique to the State.
2. Major employment populations of the State.
3. Employment growth areas.
4. Declining economic areas of the State.
5. Various age groups--youth, middle years, older workers.
6. Elementary school career awareness.

Members, properly certified and accepted by the U.S. Commissioner of Education, shall serve the full fiscal year unless the appointing authority certifies, and has accepted, replacement appointments during the year. If appointments are made for periods longer than one year, they still must be certified and accepted each fiscal year to meet the requirements for establishment of a council.

The following suggested form is for use in the submission of membership and qualifications of each appointee. The chairman and executive director of the advisory council should be designated.

MEMBERSHIP AND QUALIFICATIONS

_____ Advisory Council on Vocational
(State) and Technical Education

*Membership Category:

Example:

(i)(A) At least one person familiar with the vocational needs and problems of management and labor in the State.

1. Name and home address of member: Phone Number

2. Present position, title, and business address: Phone Number

3. Term of appointment:

4. Statement of qualifications justifying representation on State Advisory Council in the category indicated above:

* A separate sheet for each appointee under a membership category (See Regulation §102.22 Membership.) should be prepared and attached to certification of appointment and submitted to the U.S. Commissioner of Education.

FUNCTIONS AND RESPONSIBILITIES

§102.23

The State advisory council shall--

(a) Advise the State board on the development of the State plan, including the preparation of long-range and annual program plans pursuant to §§102.33 and 102.34, and prepare and submit pursuant to §102.31(e)(2) a statement describing its consultation with the State board on its State plan;

(b) Advise the State board on policy matters arising in the administration of the State plan submitted pursuant to the Act and the regulations in this part;

(c) Evaluate vocational education programs, services, and activities under the State plan, and publish and distribute the results thereof;

(d) Prepare and submit through the State board to the Commissioner and to the National Advisory Council an annual evaluation report, accompanied by such additional comments of the State board as the State board deems appropriate, which (1) evaluates the effectiveness of vocational education programs, services, and activities carried out in the year under review in meeting the program objectives set forth in the long-range program plan and the annual program plan required by §§102.33 and 102.34, and (2) recommends such changes as may be warranted by the evaluations; and

(e) Prepare and submit to the Commissioner within 60 days after his acceptance of certification submitted pursuant to §102.21(c) an annual budget covering the proposed expenditures of the State advisory council and its staff for the following fiscal year.

****

A Congressional mandate requires that the State advisory councils be independent from State boards of education so that they can be objective in their evaluations and recommendations. The council must be separate and independent from the State board for vocational education.

The duties of the councils are specifically identified in the above-quoted regulations. In addition to an annual evaluation referred to in paragraph (d) , the State advisory councils are also required to make evaluations of programs, services, and activities under

the State plan as provided in paragraph (c). These periodic evaluations may be utilized by the State board in carrying out its responsibilities and in exploring vocational education needs.

A prerequisite for submission of a State plan or any amendments thereto is that they be prepared in consultation with the State advisory council. Such submissions must be accompanied by a certification from the council.

ANNUAL EVALUATION REPORT

§102.159

(a) The State board shall submit to the Commissioner and the National Advisory Council on or before October 1 of each year an annual evaluation report prepared by the State advisory council pursuant to §102.23(c) in accordance with procedures established by the Commissioner. This report shall contain (1) the results of the evaluations by the State advisory council of the effectiveness of programs, services, and activities carried out under the State plan in the year under review in meeting the program objectives set forth in the long-range and annual program plans required by §§102.33 and 102.34; and (2) such recommended changes in the content and administration of the State's programs, services, and activities as may be deemed by the State advisory council to be warranted by its evaluation results.

(b) The annual evaluation report of the State advisory council may be accompanied by such comments of the State board as it deems appropriate. These comments may include, among other matters, the results of evaluations by the State board, local educational agencies, and other agencies and institutions of programs, services, and activities under the State plan which support, supplement, or differ with the evaluation results of the State advisory council.

****

Annual evaluation reports by the councils are due on or before October 1. The reports are submitted through the State board for vocational education sufficiently in advance of the October 1 deadline to enable the State board to review and append any comments. Four copies should be sent to the central office for distribution to the National Advisory Council on Vocational Education and other appropriate units in the Office of Education. (See page 1 for address.) An information copy should be sent to the Director of Adult, Vocational, and Technical Education in the Regional Office serving the applicable State.

These evaluation reports are reviewed jointly by central office and Regional Office of Education staffs. Consideration will be given to comments and recommendations made in the council's report prior to approval of the State plan. However, consideration will also be given to comments and other reports which support, supplement, or differ with the evaluation results by the State advisory council. These reviews of evaluation reports will provide a base for technical assistance to the State board as well as to the State advisory council by the Office of Education staff.

The following is a suggested format for developing the annual evaluation reports.

FORMAT SUGGESTED FOR ANNUAL STATE ADVISORY COUNCIL REPORTS

A. Transmittal Letter

B. Summary Statement/Recommendations

C. Evaluation Areas (See Suggested Goals developed by the Ad Hoc Committee representing the National Advisory Council, State Advisory Councils, and DVTE.)

Reports should be concise and in narrative form. The evaluation function should be undertaken from a qualitative viewpoint, making use of such quantitative data as are available through the State board and/or additional data for which the council might arrange.

Focus attention on each of the suggested goals by delineating under each goal:

Goal I:

(a) Items evaluated
(b) Findings/conclusions
(c) Recommendations

(If additional items are evaluated which are not covered in the suggested list, these should be developed along the same format as above.)

D. Optional Appendices

1. Brief description of organizational structure and major activities of the council and staff.

2. Case studies reflecting sample State programs--both successful and unsuccessful--to provide examples of how well programs can work or to be used in warning others to avoid certain pitfalls.

3. Other background or supportive data, as desired by each council.

ANNUAL BUDGET AND REPORT OF EXPENDITURES

§102.124 Application of State rules.

Subject to the provisions and limitations of the Act and regulations in this part, Federal financial participation under the State plan shall be available only for expenditures made in accordance with applicable State and local laws, rules, regulations, and standards governing expenditures by the States and their political subdivisions, or agencies thereof.

§102.143 Allowable expenditures for State planning, administration, and evaluation.

Funds appropriated and paid to States under section 102(c) of the Act may be used for the development and administration of State plans under all parts of the Act pursuant to Subpart C of this part, the activities of State advisory councils pursuant to Subpart B of this part, the evaluation of programs, services, and activities under the State plan pursuant to §102.36, and dissemination of the results of such evaluations. Such funds may be applied to expenditures in the categories such as those enumerated in §102.134 which are reasonably attributable to such activities.

§102.26 Compensation.

Members of the State advisory council and its staff, while serving on the business of the council, may receive subsistence, travel allowances, and compensation in accordance with State law, regulations, and practices applicable to persons performing comparable duties and services.

§102.153 Payment to State advisory council.

Upon his approval of the budget submitted by the State advisory council pursuant to §102.23(e), the Commissioner will pay the amount requested by the State advisory council in its approved budget; Provided, That such amount does not exceed the maximum entitlement of the State advisory council determined pursuant to section 104(c) of the Act and applicable appropriation acts.

****

A fiscal agent is required for the State advisory council to receive Federal funds. Any legal body authorized by State law to receive, hold, and disburse Federal funds may act as the council's fiscal agent. The State board is not required to be the fiscal agent, but it is not excluded from acting in this capacity. Payments are made to the designated fiscal agent of the council. The budget request must identify the name of the official and the agency which has agreed to serve. The Commissioner will pay to the council's fiscal agent the amount requested in its approved budget, provided the amount does not exceed the State's entitlement.

The budget and report of expenditures are authorized by section 104 of Public Law 90-576, subsection (c), which states:

> "From the sums appropriated pursuant to section 102(c) for any fiscal year, the Commissioner is authorized (in accordance with regulations) to pay to each State advisory council an amount equal to the reasonable amounts expended by it in carrying out its functions under this title in such fiscal year, except that the amount available for such purpose shall be equal to 1 per centum of the State's allotment under section 103, but such amount shall not exceed $150,000 and shall not be less than $50,000."

The budget request must identify the amount of prior fiscal year funds, if any, that are to be used in the estimated budget. Funds are available for expenditure during the fiscal year following the year of the appropriation.

The budget must be signed by the chairman of the council. Three copies of the budget are transmitted to the Commissioner (see page 1 for address). An information copy of the budget and any revisions should be sent to the Director of Adult, Vocational, and Technical Education in the Regional Office serving the applicable State. The budget is due within 60 days after the acceptance of the certification of membership. Expenditures are not authorized until the budget is approved by the Office of Education.

Minor deviations in actual expenditures during the fiscal year from those submitted in the budget may be made, provided that they are otherwise made in accordance with the Act and regulations. Anticipated expenditures in excess of the original budget submitted or major deviations in the estimated expenditures should be transmitted to the Commissioner as a revised budget, following the same procedure as outlined above.

The report of expenditures is due on or before October 1 following the fiscal year and may be submitted with the annual evaluation report. The report of expenditures follows the same format as used for the budget at the beginning of the year. The report must be signed by the chairman of the council and the fiscal agent official. Two copies of the report are submitted to the Commissioner (see page 1 for address). An information copy of the report of expenditures should be sent to the Director of Adult, Vocational, and Technical Education in the Regional Office serving the applicable State.

Councils are cautioned that they have the same responsibility for the use and care of Federal funds as do the State boards under the Act. Expenditures must be made only for council activities which

are reasonably related to the functions and responsibilities incorporated in §102.23. Unused funds must be returned to the U.S. Office of Education. Each State advisory council will provide accounts and supporting documents to permit adequate and expeditious audit of expenditures of Federal funds.

Allowable expenditures include salaries, wages, and other personal service costs; travel and transportation expenses; rental of space; production and acquisition of printed materials; communications; utilities; custodial services; minor remodeling; and accident and liability insurance. It is emphasized that all references in the regulations concerning use of Federal funds are applicable, and they must be considered when the budget is being prepared as well as when the annual expenditures are reported.

All travel and transportation expenses must be made in accordance with applicable State and local law, rules, regulations, and standards governing expenditures by the States and their political subdivisions, or agencies thereof. In no case shall such expenses exceed the costs of transportation by common carrier, or in the absence of suitable transportation by common carrier, in excess of reasonable rates established by the State for transportation by official or private conveyance.

Since the law identifies the State advisory council in an independent role, travel restrictions should not be placed upon members if such restrictions impair the council in carrying out its responsibilities under the statute and the regulations. A question concerning eligibility for Federal funds may arise if a council is unable to perform its duties due to travel restrictions. Out-of-State travel limitations may not necessarily impair council performance. However, strong consideration should be given to the approval of out-of-State travel for State advisory council members to meet with the National Advisory Council or for other beneficial reasons.

Following is a proposed form for the budget and report of expenditures and definitions of its line items.

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION
WASHINGTON, D.C. 20202

BUDGET BUREAU NO.
APPROVAL EXPIRES

PROPOSED FORM

EXPENDITURES FOR STATE ADIVSORY COUNCIL ON VOCATIONAL EDUCATION

State:

CHECK ONE:
☐ ESTIMATED EXPENDITURES (DUE JULY 1) ☐ ACTUAL EXPENDITURES (DUE OCT. 1)

FOR FISCAL YEAR ENDING
JUNE 30, 19

SECTION I - EXPENDITURES FOR STATE ADVISORY COUNCIL

(INCLUDE EXPENDITURES FROM CURRENT YEAR ALLOTMENT PLUS UNEXPENDED PRIOR YEAR FUNDS.)

			FEDERAL	NON-FEDERAL	TOTAL
A	PERSONNEL SERVICES				
	1	PROFESSIONAL STAFF	$	$	$
	2	SECRETARIAL STAFF			
	3	PERSONNEL BENEFITS			
	4	OTHER PERSONNEL COMPENSATION			
	5	PERSONNEL SERVICES - TOTAL	$	$	$
B	TRAVEL				
	1	PROFESSIONAL STAFF			
	2	ADVISORY COUNCIL MEMBERS			
	3	CONSULTANTS			
	4	TRAVEL - TOTAL	$	$	$
C	OTHER EXPENSES				
	1	RENTAL OF OFFICE SPACE			
	2	OFFICE EQUIPMENT			
	3	MISCELLANEOUS EXPENSES *(incl. supplies, printing materials)*			
	4	CONTRACTUAL SERVICES			
	5	OTHER EXPENSES - TOTAL	$	$	$
D	TOTAL	(ADD A5, B4 AND C5)	$	$	$

SECTION II - RECEIPTS, EXPENDITURES AND BALANCES OF FEDERAL FUNDS

Complete for end of year report ONLY

A	UNEXPENDED BALANCE ON JUNE 30, *(Prior Fiscal Year)*	$
B	FEDERAL FUNDS MADE AVAILABLE DURING CURRENT FISCAL YEAR	
C	TOTAL FUNDS AVAILABLE FOR EXPENDITURE (SUM OF LINES A AND B)	
D	FEDERAL FUNDS EXPENDED DURING CURRENT FISCAL YEAR	
E	UNEXPENDED BALANCE ON JUNE 30, (CURRENT FISCAL YEAR) (SUBTRACT D FROM C)	$

SECTION III - ADJUSTMENTS TO PRIOR YEAR EXPENDITURES

Complete for end of year report ONLY

A	FEDERAL EXPENDITURES PREVIOUSLY REPORTED, FY 19__	$
B	ADJUSTMENT (INCREASE OR DECREASE)	$
C	REVISED FEDERAL EXPENDITURE, FY 19__	$

I CERTIFY that all the information contained herein is true, complete, and correct to the best of my knowledge and belief.

SIGNATURE (CHAIRMAN, STATE ADVISORY COUNCIL)	DATE

NAME AND TITLE OF AUTHORIZED FISCAL AGENT	SIGNATURE OF AUTHORIZED FISCAL AGENT	DATE

APPROVED FEDERAL ALLOTMENT

AMOUNT OF FEDERAL ALLOTMENT FISCAL YEAR 197		DATE
$ _____	Signature ASSOCIATE COMMISSIONER FOR ADULT, VOCATIONAL & TECHNICAL EDUCATION	

OE FORM 3158

Definitions of Line Items in Report of Expenditures

A. 1.
2.
& 4. Personnel Compensation -- Comprises gross compensation (before deductions for taxes and other purposes) for services of individuals, including terminal leave payments, This covers all payments (salaries, wages, fees) for personal services rendered to the council by its officers or employees and compensation for special services rendered by consultants or others.

A. 3. Personnel Benefits -- Comprises cash allowances paid to employees incident to their employment and payments to other funds for the benefit of employees, such as life insurance, health benefits, retirement, and accident compensation.

B. Travel -- Includes transportation of council employees or others, their per diem allowances while in an authorized travel status, and other expenses incident to travel which are to be paid by the council either directly or by reimbursing the traveler. This item consists of both (a) travel away from official stations and (b) local travel and transportation of persons in and around the official station of an employee.

C. 1. Rents -- Charges for possession and use of land, structures, or equipment (other than transportation equipment) owned by another, the possession of which is to be relinquished at a future time. This also includes periodic charges under purchase-rental agreements for equipment prior to the time that the title to the equipment is acquired. (Payments subsequent to the acquisition of title should be classified as equipment.) It excludes payments under lease-purchase contracts for construction of buildings.

C. 2. Equipment -- Comprises personal property of a more or less durable nature - that is, which may be expected to have a period of service of a year or more after put into use without material impairment of its physical condition. It includes charges for services in connection with initial installation of equipment when performed under contract. It excludes commodities which are converted in the process of construction or manufacture, or which are used to form a minor part of equipment or fixed property. Includes items such as:

Furniture, Furnishings, and Fixtures: Movable furniture, fittings, fixtures, and household equipment, including desks, tables, chairs, typewriters, and adding and bookkeeping machines.

Books: For permanent collections.

Implements and Tools.

C. 3. Communication Services -- Includes the transmission of messages from place to place, such as contractual charges for land telegraph service, marine cable service, radio and wireless telegraph service, telephone and teletype service; charges for postage (other than parcel post); contractual messenger service; and rental of post office boxes, postage meter machines, mailing machines, and teletype equipment. It also includes switchboard and service charges and telephone installation costs.

Utility Services -- Charges for heat, light, power, water, gas, electricity, and other utility services exclusive of transportation and communication services.

Printing and Reproduction -- Comprises contractual printing and reproduction, and the related composition and binding operations. Includes all common processes of duplicating obtained on a contractual or reimbursable basis. Also includes standard forms when specially printed or assembled to order, and printed envelopes and letterheads.

Supplies and Materials -- Comprises all commodities whether acquired by formal contract or other form of purchase, (a) which are ordinarily consumed or expended within one year after they are put into use, or (b) which are converted in the process of construction or manufacture, or (c) which are used to form a minor part of equipment or fixed property. Includes items such as:

Office Supplies: Pencils, paper, calendar pads, stenographic notebooks, blank books and pads, standard forms (except when specially printed or assembled to order), unprinted envelopes, other office supplies, and property of little monetary value, such as desk trays, pen sets, and calendar stands.

Subscriptions: Newspapers and periodicals.

Pamphlets and Documents: When purchased, rather than printed by or at the request of the agency.

C. 4. Contractual Services -- Comprises all contractual services such as listed below. Supplies and materials furnished by the contractor in connection with such services are included even though they may be separately itemized on the voucher. Charges for services in connection with initial installations of equipment, when performed by the vendor, are excluded.

Repairs and Alterations: Repairs and alterations to buildings, equipment, and like items, when done by contract.

Stenographic Services: Contractual stenographic reporting and typing.

Publication of Notices, Advertising, and Radio and Television Broadcast Time.

Operation of Facilities or Other Service Contracts.

Research and Development Contracts.

Evaluation Studies Contracts.

MEETINGS AND RULES

§102.24

Each State advisory council shall meet within 30 days after certification has been accepted by the Commissioner and select from among its membership a chairman. The time, place, and manner of meeting shall be as provided by the rules of the State advisory council. Such rules shall provide for not less than one public meeting each year at which the public is given opportunity to express views concerning vocational education.

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The frequency of meetings held by the advisory council is left to the discretion of the council and its chairman with the exception of the initial meeting. The regulations provide that the first meeting be held within 30 days after the acceptance by the Office of Education of the certification of membership. It is mandatory, pursuant to §102.24 quoted above, that the council hold at least one open public meeting each year.

STAFF

§102.25

Each State advisory council is authorized to obtain the services of such professional, technical, and clerical personnel as may be necessary to enable the council to carry out its functions described in §102.23 and to contract for such services as may be necessary to enable it to carry out its evaluation functions. Such personnel shall not include members of the State board, and shall be subject only to the supervision and direction of the State advisory council with respect to all services performed by them for the council.

****

Full-time executive directors are recommended where State advisory council budgets are sufficient to support such staff. A staff is authorized as may be necessary to enable the council to carry out its functions and responsibilities.

Because of the autonomous role of the advisory council in evaluating vocational education, employees of the State board for vocational education may not be included on the staff. The staff must be solely responsible to the advisory council for supervision and direction for services performed for the council. To the extent possible

the advisory council should carry out its evaluation activities with its own staff, individual members, or committees of the council, utilizing to the fullest degree information already available from State agencies and other sources. Much of the evaluation activity will be based on analyses of data collected by, and syntheses of studies conducted by the State education agency, State employment agencies, and others. Only for specific segments of the total evaluation activity, where information is insufficient, should studies be contracted by the council.

Every effort should be made to avoid duplication and conflict with existing data collection systems and related activities of other agencies.